

**WASHINGTON GUIDELINE FOR THE
LIFE-DISABILITY FILING TRANSMITTAL FORM
INSA(04/99)**

1. Enter one company name and address
 2. Enter date filing is mailed (MM/DD/YY)
 3. Enter CIC (company identification code) or NAIC number
 4. Enter type of filing. Rate or form must be checked. Separate transmittal forms must be submitted for rates and for forms, even if rate and forms are being submitted together.
 5. Enter only the Rate or Primary Form number, exactly how it appears on actual form, including edition dates.
Note: When submitting forms with more than one form number, list all other forms onto our supplemental transmittal form - INSASUPP(04/99) - Do not re-list main form number on INSASUPP(04/99) form
Note: Rate/Rule filing must have a separate transmittal form completed
 6. Enter form number that new filing is replacing, if applicable, exactly as it appears on actual form
Note: A separate INSA(04/99) transmittal form must accompany each new policy. If no new policies are included in the filing, list the main form number on the INSA(04/99) form, and all other forms on the INSASUPP(04/99) form
 7. Enter your description or title exactly as it appears on actual form
 8. Enter date you would like the filing to be effective (MM/DD/YY) or enter "upon approval"
 9. Make check mark if desiring to withhold specific information from public inspection
Note: You must clearly separate and identify the materials that are desired to be non-public
Preface the separated non-public materials with written justification
 10. Make a check mark on applicable type of filing
Note: Filing fees are not applicable in Washington
Only use miscellaneous section if no other category applies
 11. Enter name and title of person to whom correspondence is to be directed
 12. Enter filer's area code, phone number and extension, if applicable. An 800 number is preferred. Enter fax number and e-mail address
 13. Enter address to which this filing should be returned if different than the address at the top of the transmittal form
- Note:** Transmittal form-INSA(11/98) and transmittal supplement form-INSASUPP(11/98) will not be accepted by facsimile. These forms are often difficult to read and do not film properly at the end of our filing process

In order to receive a duplicate copy of the approved filing you must provide us with duplicate copies of the transmittal form(s), your letter, rates and form(s) to return to you for your records and a self-stamped, self-addressed return envelope large enough to return each complete filing